

# INTERVIEWING GUIDE

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Use this guide to help you navigate the process and best prepare for your upcoming interview.

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**USU Career Services**

careerservices@usuniversity.edu

[www.usuniversity.edu/current-students/career-resources](http://www.usuniversity.edu/current-students/career-resources)

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# CAREER SERVICES



Career Services at United States University was founded in 2022 as a one-stop-shop for career and professional development. Our services are provided to all USU students and alumni at no additional cost.

**Students and alumni can access Career Services by visiting our Career Resources website, emailing [careerservices@usuniversity.edu](mailto:careerservices@usuniversity.edu) and/or scheduling an appointment online at:**

[www.usuniversity.edu/current-students/career-resources](http://www.usuniversity.edu/current-students/career-resources)

## MEET THE TEAM

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**Logann Dolan, MBA, CCSP** | *She/Her*  
*Career & Alumni Services Specialist*

✉ [logann.dolan@usuniversity.edu](mailto:logann.dolan@usuniversity.edu)

Logann has over 8+ years of experience in higher education and makes an impact through the exploration of career pathways, offering personality, interests, values, and skills assessments, resume and cover letter reviews, and exposing students and alumni to various career-related resources.

# INTERVIEWING

An interview is a conversation between a job candidate and a representative of an employer or a prospective student and a representative of a graduate school/program. It typically takes place after the person has applied for an open position (or for admission to a program). The interviewer, often a hiring manager, recruiter, or admissions representative, poses a series of questions about the candidate's experience and expertise as they relate to the position or program they've applied for.

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## STRATEGY & PRACTICE

- **Preparation:** Employers can tell the difference between a candidate who enters an interview prepared and one who is just “winging it.” Use the information within this guide to become familiar with the different types of interviews and how to best prepare.
- **Mock Interviewing:** Schedule a Mock Interview as a dress rehearsal. Practice your interviewing skills, then receive immediate feedback during your session. Available to all students and alumni seeking a job, internship, etc.
  - Schedule [online](#), or email [careerservices@usuniversity.edu](mailto:careerservices@usuniversity.edu).
- **Common Interview Questions:**
  - While there is no standard set of interview questions every company or organization uses, there are several questions that are common for many people throughout the interview process. [Check out this guide on the most recently common interview questions, and how to answer them.](#)
- **STAR Technique:**
  - The STAR technique (Situation, Task, Action, and Result) offers one strategy to help you stay on track with your interviewing answers, specifically with behavioral interviews.
  - Check out our ["STAR Method Resource"](#) to learn more.
- **Before the Interview:**
  - Show up early and be on time for your interview.
  - Make copies of your resume and/or portfolio.
  - Conduct research on the organization gain awareness of current projects, initiatives, or corporate interests that could be discussed during the interview.
  - Get a good night's sleep and eat a well balanced breakfast/meal.
- **During the Interview:**
  - Remain good eye contact with interviewer(s).
  - Don't forget to smile and have a positive attitude.
  - Maintain good posture and refrain from fidgeting.
  - Dress professionally and have copies of your resume ready to share.
  - Be prepared with questions to ask the interviewers at the end.
  - Obtain contact information for all interviewers.
- **After the Interview:**
  - Follow up via email, handwritten note, or LinkedIn and express your gratitude.
  - Complete any next steps given in a timely manner.
  - Stay in touch and continue follow-up as needed.

# INTERVIEW GUIDE

INTERVIEW TYPE	WHAT TO EXPECT	INTERVIEW TIPS
<b>One-Way Interview</b>	A one-way interview is a pre-screening tool employers use to determine if you should move forward to the next round of interviews. Responses to questions are reviewed by people and sometimes artificial intelligence is used.	<ul style="list-style-type: none"> <li>• Common platforms include: HireVue, Pymetrics, Montage, etc.</li> <li>• Do research within your industry to determine the common questions that may be asked.</li> <li>• Sometimes candidates are allowed to re-record their answers.</li> <li>• <a href="#">One-Way Interview Guide: What You Need to Know</a></li> </ul>
<b>Telephone screening</b>	A call from an employer to eliminate candidates based on essential criteria. An employer may call you without an appointment.	<ul style="list-style-type: none"> <li>• Phone Interviews are typically used as the first step in the interview process.</li> <li>• <a href="#">22 Phone Interview Tips to Help You Nail the Call (and Move to the Next Round)</a></li> <li>• Have your job search records organized and handy. Refer to your resume as needed.</li> </ul>
<b>In-person screening</b>	Used instead of a telephone screening interview, but with the same basic purpose. Provides an initial impression of your attitude, interest, and professional style.	<ul style="list-style-type: none"> <li>• You may not be meeting with the final decision maker, but don't slack off. Sell yourself as you would in a "regular" interview.</li> <li>• In-person interviews have historically been the most common way of interviewing, especially in the final rounds of job interviews.</li> <li>• While they are now less common throughout the process, many of the same tips and techniques apply for in-person as they do live-virtual.</li> <li>• <a href="#">Check out these tips for in-person interview "do's and don'ts" and what to wear.</a></li> </ul>
<b>Behavioral</b>	The interviewer will ask questions that require you to describe how you have handled work-related situations. This provides more information about your behavior, personality, and character.	<ul style="list-style-type: none"> <li>• Think of a few examples ahead of time. Use examples that illustrate your skills and give a good impression of you.</li> <li>• Prepare for questions that sound like:             <ul style="list-style-type: none"> <li>◦ "Tell me about a time..."</li> <li>◦ "Share an example when..."</li> <li>◦ "Can you explain a situation in which..."</li> </ul> </li> <li>• Review the <a href="#">Top Behavioral Interview Questions</a></li> <li>• <a href="#">How to Prepare for a Behavioral Interview</a></li> </ul>

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# INTERVIEW GUIDE CONT'D

INTERVIEW TYPE	WHAT TO EXPECT	INTERVIEW TIPS
<p><b>Work sample</b></p>	<p>Gives you a chance to show your work. May be a portfolio display, a presentation, solving a typical problem, or other demonstration of your skills.</p>	<ul style="list-style-type: none"> <li>• Run through different ways to describe the projects in your portfolio.</li> <li>• Practice your presentation until it is smooth.</li> <li>• Have links/items accessible and make copies if needed.</li> <li>• Don't forget to explain the purpose and outcome!</li> </ul>
<p><b>Peer group</b></p>	<p>Meeting with your prospective coworkers to explore how you fit with the team.</p>	<ul style="list-style-type: none"> <li>• Dress to impress and <u>make a strong first impression.</u></li> <li>• Don't forget to smile. It shows openness and confidence.</li> <li>• Remember that these individuals will likely be the ones you will be working with on your team, so it's important to "interview them" and <u>determine if this workplace is a good cultural fit.</u></li> </ul>
<p><b>Group or panel</b></p>	<p>Three or more people ask questions on your qualifications and assess how you fit with the team. It may include other candidates for the position.</p>	<ul style="list-style-type: none"> <li>• Direct your answer to the person who asked the question, but keep some eye contact with the group.</li> <li>• If other candidates are present, introduce yourself and be polite.</li> <li>• Volunteer to respond first to a few questions, but do not dominate the entire interview.</li> <li>• Compliment another candidate's response and then build on it with your own thoughts.</li> <li>• At the end of the interview, obtain contact information for each company representative so that you can follow up.</li> <li>• <u>How to Prepare for a Panel Interview</u></li> <li>• <u>Group Interview Questions and How to Prepare</u></li> </ul>
<p><b>Lunch</b></p>	<p>Interview conducted in a restaurant to assess how well you handle yourself in social situations.</p>	<ul style="list-style-type: none"> <li>• Pick easy things to eat so you can answer questions and pay attention to the conversation.</li> <li>• If the location is a coffee shop, the interviewer is probably looking for a more casual conversation.</li> <li>• <u>Here's how to Handle a "Coffee Interview".</u></li> </ul>

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# INTERVIEW GUIDE CONT'D

INTERVIEW TYPE	WHAT TO EXPECT	INTERVIEW TIPS
<b>Video conference/ Virtual Interview</b>	Uses technology for a “person-to-person” interview by video. Allows people from different locations to interview without traveling.	<ul style="list-style-type: none"><li>• Practice before a video camera, mirror, or via Skype, if facing a camera during an interview makes you nervous.</li><li>• Live virtual interviews more closely mirror an in-person interview with a live interviewer (in real time) on the other side of the screen.</li><li>• Virtual interviews often use video chat tools like Zoom, Microsoft Teams, Google Meet, etc.</li><li>• Much of the advice for in-person and phone interviews remains the same, but extra preparation should be taken to minimize technology issues and to get comfortable interviewing through a camera.</li><li>• <a href="#">Check out this advice on nailing the live virtual interview.</a></li><li>• <a href="#">What to wear for a Remote Job Interview</a></li></ul>

## NEED SUPPORT?

*Connect with us!*

USU Career Services is here to help. **Schedule an appointment with a Career Staff Member online or email us at [careerservices@usuniversity.edu](mailto:careerservices@usuniversity.edu).**



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